



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS 4TH INFANTRY DIVISION (MECHANIZED)  
FORT HOOD, TEXAS 76544-5200

AFYB-GL (750)

29 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G4-00-05 - Scheduled Services

1. Scheduled maintenance services are the backbone of a unit maintenance program. Properly conducted services help ensure combat vehicles and equipment are ready to perform in demanding conditions. The number of systems that cross the line of departure is a direct reflection of a unit's service program. We have the best equipment in the world, but it will fail if we improperly care for it by conducting sub-standard maintenance services.

2. Commanders at all levels will place emphasis on the planning and execution of scheduled services. Each unit's Unit Level Logistics System-Ground (ULLS-G) maintains a record of when services were performed and when the next services are due. Services will be dedicated platoon or company events for a duration long enough to accomplish a complete service. A complete service includes all ancillary equipment and subsystems assigned to your organization. Clear service objectives and daily leader involvement is essential to a comprehensive and successful service program.

3. Commanders at all levels will ensure that scheduled maintenance services are annotated on both long range and short range planning calendars. Assigned operators are expected to assist mechanics with scheduled services and will not be detailed to other duties while the vehicles are in service. Commanders will also work to ensure that adequate tools and facilities are available to conduct services.

4. All services will be conducted IAW the applicable TM-10/20 manuals, to include the use of Test Measurement and Diagnostic Equipment (TMDE) and Simplified Test Equipment-Internal Combustion Engines (STE-ICE). Anticipate Class III and Class IX requirements and ensure that the needed supplies and parts are on hand prior to conducting the service. Units will requisition supplies and parts at least 45 days prior to the scheduled service date. Do not mix PLL lines and service parts. Service

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parts will be stored in separate bins marked with the bumper number of the equipment for which they are ordered.

5. Commanders with organic maintenance sections will ensure there are enough mechanics on hand to execute the services in an efficient manner. Units without organic maintenance will coordinate all services with their supporting maintenance unit. Commanders with maintenance support missions must coordinate with their supported units to synchronize their training calendars and ensure sufficient numbers of mechanics are available and dedicated to support scheduled services.

6. Commanders will establish a quality control system to ensure that services are conducted properly in accordance with the TM. Soldiers performing these quality control checks will be led by senior NCOs and/or officers and will not be the same soldiers who performed the service.

7. It is also critical that commanders ensure completed services are properly documented. Ensure all services are annotated correctly in the supporting ULLS-G computer, and service packets are properly maintained with supporting documentation. Documentation will include:

a. -10 operator level DA Form 5988-E.

b. -20 inspection DA Form 5988-E or DA Form 2404. These forms will include the following information:

(1) By the book inspection listing all TM item numbers checked.

(2) All results of prognostic checks.

(3) List of all parts placed on order.

(4) QA certification. (Unit designed stamp with signature)

c. DA Form 5988-E showing document numbers of requested parts.

d. Copy of the initial and final road test dispatch.

8. Your service program will be an area of special emphasis during future Division Command Inspections (CI's).

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9. The bottom line is that a comprehensive, well-managed and executed service program translates into Training and Deployment Readiness, the cornerstones of the 4ID(M).

*ORIGINAL SIGNED*

RAYMOND T. ODIERNO  
Major General, USA  
Commanding

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